

Ryan White Title I
Inland Empire HIV Planning Council
Minutes of Meeting
Thursday, January 24, 2002
1:00 p.m. - 3:30 p.m.
Inland AIDS Project
3756 Elizabeth Street, Riverside, CA

Call to Order and Introductions

Dr. Feldman called the meeting to order at 1:19 p.m. Introductions were made. Persons in attendance were:

Name:

Victoria Jauregui Burns	A. Lloyd Jones	Cherry Houston, Ph.D.
Carolyn Harris	Gary Feldman	Steven Glenn McGrew
Evelyn Valentino	Joe Acosta	Darlene DeBayona
Sandra Bibb	John Brown	Faith Davis-Bolton
Tom Prendergast, MD, MPH	Rick Rector	Edwin Zelaya
Steve English	Fred Flotho	Benita Ramsey
Jeff Byers	Danny Colon, MSW	Gregory French
Jerry Nevarez	Ed Cueto	Leann Chamlee
Erin Comstock		

Absences:

David Fyffe	Joshua Sparks	Becki Zeidler
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Other Attendees:

Jim Woodward	Alex Taylor	Egan Moreno
Joshua Olagunju	Kurt Swanson	Gemma Gonzales
Erica Hargrew	Scott Rigsby	Geeta Gupta
Janice De Grande	Paula McGrew	Steve Hannah
Leesa Cook		

Public Comments

- Dr. Feldman commented on his 3 month absence.
- Carolyn Harris informed the committee that the 15th HIV/AIDS Conference will be held on March 27, 2002 in Costa Mesa. Carolyn said that additional information is available on the internet at *HIV/AIDSconference.org*.
- Egan Moreno of IAP commented that the CBC Latino/African American Summit 2002 is set for February 27th. Egan encouraged all to attend.
- Jerry Nevarez commented that the Case Management Standards are very thorough and done well.

Agenda Additions, Revisions, and Corrections

A report on Lennie Green's exit interview to be given by Steve McGrew was added to the agenda in the Planning and Evaluation Committee Report.

Motion to accept the amended agenda was made by Joe Acosta and seconded by Fred Flotho.

Approval of Minutes

Fred Flotho noted that the minutes of November 29, 2001 used the statement "*Phase I*" instead of "*Phrase I*". The correction was noted. Fred also noted that page 4 of the minutes needed modification on Needs Assessment. The Planning Council voted to approve the minutes without modifications to the Needs Assessment. Joe Acosta motioned to approve the minutes, Steve McGrew seconded the motion. Fred Flotho cast a dissenting vote. The motion carried. Minutes of the November 29, 2001 meeting were approved as modified.

Motion # 02-01 was approved.

For: 24

Against: 1

Abstentions: 0

Members present with no PC Form 700 on file: 0

Planning and Evaluation Committee Report

Needs Assessment / Prioritization Survey

Pilot testing of the Needs Assessment Survey was completed this morning. Dr. Feldman recommended that the survey instrument developed by the Needs Assessment Committee be used to implement the study.

Paula McGrew discussed the anonymous testing instrument that was mailed out to the Planning Council Members.

Action / Assignment:

Needs Assessment survey and process will be presented at the next Planning Council meeting. Grantee and staff are to review the process and survey before the presentation at the Planning Council meeting.

MIS

Jim Woodward reported that the Caminar system and ARIES budget changes are in process. The grantee has submitted the proposal and budget to the Board of Supervisors for approval. It is expected that \$250,000 will be spent for the Caminar system.

The partners have approved ARIES. The MOU (Memorandum of Understanding) between the partners is still in process.

Fred Flotho commented on the ARIES Project cost versus the Caminar costs. He highlighted the fact that a \$50,000 balance from the monies (\$300,000) allocated for the ARIES Project will be available for reallocation.

Report on Grantee Reallocations

Alex Taylor reported that he is working with the providers within the EMA to determine how to reallocate monies available from the ARIES Project. Jim Woodward stressed that the timeline for board approval is February 2002. All amendments will be submitted by the middle of February.

Exit Interview with Lennie Green

Steve McGrew reported that the Project Officer was concerned about the consumer members of the PC being trained. Steve said that all the PC members are included in the PC training. Steve thanked the PC members that were scheduled for an interview with Lennie, for arriving on time. Alex Taylor editorialized that Lennie Green stated that completeness and detail of the Grantee Financial / Expenditure report is not necessary.

Advocacy Reports

John Brown reported that the final state budget has been approved. The CAEAR Colition picked-up an additional \$3 million. \$15.5 Million is in the Title I budget. Steve McGrew mentioned the upcoming Education and Awareness Day(s). John Brown mentioned that there will be a conference on HIV / AIDS in mid-September 2002 in Anaheim, CA. John said that at the conference a scholarship will be awarded. Dr. Feldman mentioned the risk of the Smallpox Vaccination Program.

Fiscal/Programmatic Report (Grantee Expenditure Reports)

Grantee Expenditure Report

Scott Rigsby announced that the expenditure report is attached to the agenda. Fred Flotho commented on the year-to-date total spending. Alex Taylor stated that no reimbursements would be paid unless the productivity report is attached to the billing.

CBC Discussion

Fred Flotho expressed concerns regarding the high percentage of funding remaining in the CBC funds. John Brown noted that there is confusion regarding what is allowed for CBC Prevention / Activities. Effective March 1, 2002 CBC Providers will be participating in CBC/Providers Prevention Education provided by the Health Educator. Dr. Feldman mentioned that the RFP contained a definition for CBC. Jim Woodward added that the CBC definition is contained on page 3 of the HRSA Publication issued in March 2001 (Q4, Section 1a-b). John Brown stated that the definition in the HRSA publication states the minimum requirements. John continued by expressing that he felt that the Planning Council should never go below the standard requirements. Ed Cueto stated that it is not the intention of the Planning Council to fund an agency that has not met the minimum requirements. Ed stated that the RFP was confusing. Ed expounded by referring to the bold print in the RFP that stated that the CBC guidelines would be followed. Steve McGrew commented on the confusion surrounding the awards methodology and recommended that a committee be tasked with reviewing the methodology. Joe Acosta concurred with Steve McGrew's proposal to review the awards process. Alex Taylor informed the committee that the guidelines for the grievance process should be followed if a grievance needs to be filed. Jim Woodward stated that February 6, 2002 is the appeal deadline. Cherry Houston brought out concerns about the process, unspent funds and capacity building for CBC organizations. John Brown mentioned that he is concerned that agencies with three minority members on their board may not be qualified for CBC funding. Jim Woodward said that he would be presenting the methodology and process used for the awards in a future meeting. Jim mentioned that it would be illegal to disallow any agency from participating in the bid process. Jim continued by expressing that minority agencies not currently providing HIV/AIDS services should be encouraged to participate in this year's proposal. Fred Flotho stated that advising the PC on the process is essential. Victoria Jauregui Burns expressed agreement with Ed and John regarding the RFP process and awards. Dr. Feldman concurred that the PC needs to be involved and that it is essential to get more CBC Service Providers.

Jeff Byers suggested that the Title II expenditures be included with the Ryan White Expenditure Report currently distributed to PC members.

Action /Assignment:

- Title II expenditure report will be included in future PC attachments.

HRSA Technical Assistance Update

Alex Taylor said that the TA for PC Training went very well. Alex reported that the Comprehensive Plan TA is in progress. Alex mentioned that the Project Officer is working with us. The CQI Conference call is tomorrow.

County Committee Reports

San Bernardino Committee

Alex Taylor reported that the AIDS Cases for people of color may include prison cases. Dr. Feldman expressed concern for the appropriateness of including prison cases in the data since they do not receive services. Victoria Jauregui Burns motioned that the CBC Funds be split according to the AIDS Cases data without including the prison cases in the data. Fred Flotho seconded the motion.

Motion # 02-02 was approved unanimously.

For: 25
Against: 0
Abstentions: 0

Members present with no PC Form 700 on file: 0

Riverside Committee

Dr. Feldman reported that the Riverside committee recommends that the CBC funds be split as follows:

61% Riverside
39% San Bernardino for Capacity Building

Dr. Feldman stated that Capacity Building is a HRSA priority. Jim Woodward commented that the recommendation appears to be county based rather than based on EMA allocations. It was noted that the additional 1% to Riverside would equate to \$75,000 which would be used 70% for Food and 30% for Capacity Building. The committee recommendation was tabled for motion and it does not need a second.

Motion # 02-03 was approved.

For: 25
Against: 0
Abstentions: 0

Members present with no PC Form 700 on file: 0

Membership Committee Report

Joe Acosta reported no new membership applications have been received.

Executive Committee Report

Steve McGrew reported that the PC Members from the desert area attending the IAP Conference will be housed in San Bernardino.

Alex Taylor restated that because the training is three days in duration, members attending the training will stay at a hotel between 2/26 and 2/28.

Janice DeGrande reported that all is going well with the IAP's CBC Latino/African American Summit 2002 scheduled for 2/27/02.

ad hoc Committee Reports

Underserved Populations

There will be a meeting in Moreno Valley. This years goal will be set.

Providers Network

Carolyn Harris reported that the committee needs to meet every month until the Comprehensive Plan / Needs Assessment for the EMA is completed.

Consumer Advocacy

All the grievance procedures have been delivered to the providers. Dr. Feldman thinks that it is within the scope of the committee to pay site visits to the providers for compliance.

Public Comments

None

Announcements

Alex Taylor reported that the Grantee is in the process of hiring a Program Coordinator for the Title I program. Faith Davis-Bolton and an accountant from HSS have been invited to join Alex in the interview process.

Agenda Items for Next Meeting

Anyone with agenda items for the next Planning Council meeting or the next Executive Committee meeting, please contact Eydie Bernal at ebernal-cox@dph.sbcounty.gov or (909) 387-6653.

Next Meeting

The next Planning Council meeting will be scheduled for March. The location, date and time are to be determined.

The meeting adjourned at 3:55 p.m.

Certified:

Dr. Gary Feldman, MD
Co-Chair

Date

Steven McGrew
Co-Chair

Date